

RETURN TO
RECORDS MANAGEMENT DIVISION

*Records 4 (DD/P)
Zach*
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Chief, Records Disposition Branch

16 Feb 1956

Chief, Records Management Staff

Records Center Space for DD/P

1. Attached is a memorandum addressed to me by the Chief of RI, Mr. [REDACTED], requesting that I discuss with him space in the Records Center for DD/P. 25X1A9a

2. As a result of my discussion with Mr. [REDACTED] on 15 February, it was determined that DD/P will need a total of 8,000 cubic feet of space by 31 December 1956. Mr. [REDACTED] also estimates that by 31 December 1958 the total space requirements for DD/P in the Records Center will amount to 12,000 cubic feet. 25X1A9a

3. As the result of previous requests from the Chief of RI, space amounting to 3,780 cubic feet are now allocated in the Records Center. As of 15 February, 1,658 cubic feet had been stored in this area. It is planned to move 360 Archives boxes of records on 23 February. In addition, 730 cubic feet will be moved almost immediately.

4. These new requirements now make it necessary to adjust the special vault area now provided in the Center to accommodate the increased volume of records which will be moved there by DD/P. I believe that this can be accomplished by transferring the special 3-way combination lock now in the vaulted area to the primary entrance to what was considered to be the original DD/P area consisting of approximately 780 cubic feet. This will require a relocation of the special vault area for the Comptroller's records.

25X1A6a 5. Please make preliminary plans with the necessary people at [REDACTED] to accomplish the above requirements as soon as possible. Perhaps the work can be planned so that it coincides with the special requirements which we will have to provide for OCI. If this can be accomplished by approximately 1 April, that will be satisfactory.

6. A large portion of the additional requirements now faced by DD/P is the result of acquiring access to a large volume of records from overseas.

7. Let's discuss this with Colonel [REDACTED] on 17 February.

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